



**KENTUCKY STATE BOARD OF EXAMINERS AND
REGISTRATION OF LANDSCAPE ARCHITECTS**

Steven L. Beshear
Governor

August 27, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

163 West Short Street, Suite 351
Lexington, Kentucky 40507
Phone (859) 246-2753
Fax (859) 246-2754
ky.labd@ky.gov
klarb.ky.gov

Jane Alexander Gardner
Executive Director

RE: Proposed Furlough Implementation for the Ky. Board of Landscape Architects

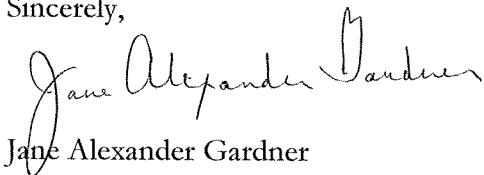
Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Board of Examiners & Registration of Landscape Architects' proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, I am the contact for this Board's proposed furlough plan and I may be reached as indicated above.

Sincerely,



Jane Alexander Gardner

Ky. Board of Examiners & Registration of Landscape Architects

Enclosures

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , the Kentucky Board of Examiners & Registration of Landscape Architects has deemed it appropriate to designate one individual to be responsible for the oversight and implementation of the proposed furlough plan. This individual will be responsible for ensuring that notice will be provided to our one employee, may accept and review any requests for voluntary furlough or any waivers of formal notices, and have the authority to process payroll actions due to the furloughs. No other individual other than this one designated in writing have the authority to take such actions related to furloughs. Additionally, this designated individual will ensure that furlough time is appropriately monitored and taken by the Kentucky Board of Examiners & Registration of Landscape Architect employees.

<u>Name of Designated Employee</u>	<u>Official Title</u>	<u>Agency</u>
Jane Alexander Gardner	Executive Director	31-205

The written designation is enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to this designation, and these changes will only be made to the designation on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010; November 12, 2010; May 27, 2011

The Ky. Board of Examiners & Registration of Landscape Architects' Plan complies with the mandatory shut-down days. On these dates, the Board office will be closed and its sole employee will not report to work. Written notice has already been provided to this employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months

First Pay Periods in October 2010, March 2011, and April 2011

Part I: On the three (3) non-designated months, the Ky. Board of Examiners & Registration of Landscape Architects' Plan includes the furlough of its sole employee during the first pay periods of the required months.

Part 2: The Ky. Board of Examiners & Registration of Landscape Architects will be closed and its sole employee will not report to work on the following non-designated days:

October 8, 2010, March 11, 2011 and April 8, 2011

Part 3: The Ky. Board of Examiners & Registration of Landscape Architects will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. A copy of the sample notice is enclosed with these documents.

III. CONTRACT WORKERS

The Ky. Board of Examiners & Registration of Landscape Architects has no contract workers for whom a furlough plan needs to be developed.

IV. REQUIRED CERTIFICATIONS


Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

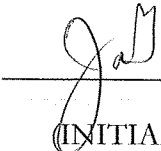
Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;

Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and

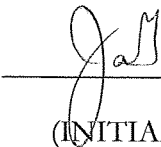
All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.


(INITIALS)

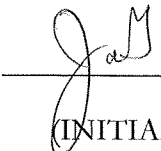
We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.


(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.


(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.


(INITIALS)



COPY

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Jane Alexander Gardner
Executive Director

August 24, 2010

Jane Alexander Gardner

RE: Notice of Furlough Dates

Dear Jane:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on the following dates:

September 3, 2010
October 8, 2010
November 12, 2010
March 11, 2011
April 8, 2011
May 27, 2011

Therefore, your hours will be reported as furlough hours on these dates, you will not be paid and you should not report to work. As provided in 101 KAR 5:015E, this is not an appealable action.

Sincerely,

Jane Alexander Gardner
Executive Director